



## Town of Oro Valley Classification Description

Title: **POLICE RECORDS SPECIALIST**

Job Code: 2940

FLSA Status: Non-Exempt

Department: Police

Salary Grade: 107

### **POSITION SUMMARY:**

Under close supervision, receives, files, maintains and releases records to the public, Police Department and other law enforcement agencies.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Receives, files, maintains and releases records to the public, Police Department and other law enforcement agencies.
- B. Responds to information requests from Police, other law enforcement officials and the public.
- C. Maintains required physical security and confidentiality of information encountered or created during the course of assigned duties.
- D. Ensures compliance with records retention processes and schedules.
- E. Performs case review and validation and uploads case reports into records management system. Adds names, vehicles, property and arrest information and scans all documents into system.
- F. Transcribes written and taped reports from Police Officers. Transcribes interviews from detectives as needed.
- G. Greets the public, answers the phone and provides information and direction to appropriate personnel.
- H. Notarizes documents for the public and other Town Departments.
- I. Conducts background checks for criminal involvement of military personnel, private investigators and other law enforcement agencies.
- J. Disseminates disposition sheets for local courts, makes any corrections and forwards to Arizona Department of Public Safety.
- K. Scans accident reports into on-line reporting system accessed by the public.
- L. Processes all 3511 impound releases by verifying license and registration through MVD, filling out release paperwork and collecting monies.
- M. Handles all requests for fingerprinting by public, to include instruction and collecting monies.
- N. Responsible for balancing monies and making deposit each week to Finance.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes, regulations and other governing Police records management.
- Knowledge of Town and Department policies and procedures.
- Knowledge of personal computer hardware, software and data entry methods.
- Knowledge of law enforcement related terminology, acronyms, codes and abbreviations typically appearing in verbal and written communications.
- Skill in compiling and maintaining complex and extensive records.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Must obtain Level B Terminal Operator Certification within six months of hire.

## **MINIMUM QUALIFICATIONS:**

- A high school diploma or equivalent.
- One (1) year law enforcement, public records or secretarial experience; **OR** an equivalent combination of education and experience.
- Successfully complete background investigation.

## **ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor environment.